



TO: Plymouth District Library Board **DATE:** October 11, 2023
RE: September 2023 Financial Report **FROM:** Shauna Anderson,
Director

REVENUE

- The Library received an \$11,545.56 donation from Friends of the Library

EXPENDITURES

- The Library had a \$6,000 payment to Andrews Hooper Pavlik for FY 2022 audit services
- The Library had a \$5,000 payment to Robert Morrison Inc for HVACH Mechanical Repairs/Maintenance
- The Library had a \$4,665.94 payment to Total Energy Systems for Generator Repair/Maintenance
- The Library had a \$8,373.01 payment to Insite Design Studio for landscape design development
- The Library had a \$5,170.85 payment to Security101 for addition & relocation of security cameras

INVESTMENTS

- The Library's Michigan Class account earned \$1,719.94 in September for a total earned income of \$14,300.94 in FY 2023
- The Library's CFCU account earned \$3,992.83 from July thru September for a total earned income of \$11,790.54
- The Library's Operating & Savings accounts earned \$6,071.27 in September for a total earned income of \$46,152.10 in FY 2023

10/05/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 09/01/2023 - 09/30/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
09/01/2023	63(E)	Chase - Cardmember Service	1,428.30	Cleared
09/01/2023	64(E)	Chase - Cardmember Service	228.14	Cleared
09/01/2023	65(E)	Chase - Cardmember Service	79.55	Cleared
09/01/2023	66(E)	Chase - Cardmember Service	213.00	Cleared
09/01/2023	67(E)	Chase - Cardmember Service	1,167.54	Cleared
09/01/2023	68(E)	Chase - Cardmember Service	1,531.11	Cleared
09/01/2023	69(E)	Chase - Cardmember Service	3,446.78	Cleared
09/01/2023	70(E)	Chase - Cardmember Service	596.53	Cleared
09/08/2023	32222	ABBY B. PHOTOGRAPHY	1,010.00	Cleared
09/08/2023	32223	AMAZON CAPITAL SERVICES, INC	821.51	Cleared
09/08/2023	32224	ANDREWS HOOPER PAVLIK PLC	6,000.00	Cleared
09/08/2023	32225	Baker & Taylor	691.81	Cleared
09/08/2023	32226	Baker & Taylor	249.57	Cleared
09/08/2023	32227	Baker & Taylor	204.38	Cleared
09/08/2023	32228	CAMERON ZVARA	525.00	Cleared
09/08/2023	32229	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
09/08/2023	32230	COONEY, SAMANTHA	507.49	Cleared
09/08/2023	32231	Delta Dental Insurance	1,348.07	Cleared
09/08/2023	32232	DTE Energy	11,990.38	Cleared
09/08/2023	32233	Engraving Connection	15.50	Open
09/08/2023	32234	Genson's Plumbing, Inc.	180.00	Cleared
09/08/2023	32235	Heather Pacheco	267.24	Cleared
09/08/2023	32236	Library Ideas	464.80	Cleared
09/08/2023	32237	Melanie Bell	267.24	Cleared
09/08/2023	32238	ODP BUSINESS SOLUTIONS LLC	1,017.10	Cleared
09/08/2023	32239	Patricia Carter	164.90	Cleared
09/08/2023	32240	PAWS AND EFFECT	75.00	Open
09/08/2023	32241	PLYMOUTH COMMUNITY CHAMBER (115.00	Cleared
09/11/2023	32242	AMAZON CAPITAL SERVICES, INC	420.54	Cleared
09/11/2023	32243	Baker & Taylor	361.35	Cleared
09/11/2023	32244	Baker & Taylor	518.66	Cleared
09/11/2023	32245	Baker & Taylor	397.26	Cleared
09/11/2023	32246	CANON FINANCIAL SERVICES, INC	592.00	Cleared
09/11/2023	32247	City of Plymouth	660.92	Cleared
09/11/2023	32248	CITY OF RICHMOND	10.99	Cleared
09/11/2023	32249	CLAIRE EVANS	225.00	Cleared
09/11/2023	32250	CONSUMERS ENERGY	243.85	Cleared
09/11/2023	32251	Genson's Plumbing, Inc.	272.50	Cleared
09/11/2023	32252	HEALTHIESTYOU	306.00	Cleared
09/11/2023	32253	Leader Business Networks	861.87	Cleared
09/11/2023	32254	Library Ideas	92.02	Cleared
09/11/2023	32255	MICHIGAN LIBRARY ASSOCIATION	85.00	Cleared
09/11/2023	32256	Midwest Tape	6,043.40	Cleared
09/11/2023	32257	Mutual of Omaha	1,191.89	Cleared
09/11/2023	32258	ODP BUSINESS SOLUTIONS LLC	967.46	Cleared

09/11/2023	32259	PLANTE & MORAN, PLLC	3,407.00	Cleared
09/11/2023	32260	ROBERTSON MORRISON INC HEATING	5,000.00	Cleared
09/11/2023	32261	ShredCorp	38.00	Cleared
09/11/2023	32262	Total Energy Systems, LLC	4,665.94	Cleared
09/11/2023	32263	TRANSITIONS OUTDOOR SERVICES	310.75	Cleared
09/15/2023	32264	Chicago Distribution Center	125.68	Cleared
09/15/2023	32265	Kanopy, LLC.	694.45	Cleared
09/15/2023	32266	ST. CLAIR SHORES PUBLIC LIBRARY	34.95	Cleared
09/18/2023	32267	AMAZON CAPITAL SERVICES, INC	204.58	Cleared
09/18/2023	32268	Associated Newspapers of MI	500.00	Cleared
09/18/2023	32269	Baker & Taylor	1,874.55	Cleared
09/18/2023	32270	Blue Care Network	20,202.42	Cleared
09/18/2023	32271	Engraving Connection	7.75	Open
09/18/2023	32272	Horton Plumbing	156.58	Cleared
09/18/2023	32273	INSITE DESIGN STUDIO INC	8,373.01	Open
09/18/2023	32274	MCLS	750.00	Cleared
09/18/2023	32275	Midwest Tape	530.27	Cleared
09/18/2023	32276	ODP BUSINESS SOLUTIONS LLC	275.93	Cleared
09/18/2023	32277	Plymouth Canton Comm Schools	75.00	Open
09/18/2023	32278	Security 101	5,170.85	Cleared
09/18/2023	32279	ShredCorp	38.00	Cleared
09/18/2023	32280	STATE OF MICHIGAN - NOTARY	10.00	Cleared
09/26/2023	32281	AMAZON CAPITAL SERVICES, INC	334.61	Open
09/26/2023	32282	Baker & Taylor	3,169.52	Open
09/26/2023	32283	Baker & Taylor	1,211.98	Open
09/26/2023	32284	Baker & Taylor	506.31	Open
09/26/2023	32285	Books Galore, Inc.	91.74	Open
09/26/2023	32286	Delta Dental Insurance	2,696.14	Open
09/26/2023	32287	DEMCO	99.19	Open
09/26/2023	32288	DORE, RUSSELL	250.00	Open
09/26/2023	32289	Engraving Connection	46.50	Open
09/26/2023	32290	JOHNSON, LINTECIA	175.95	Open
09/26/2023	32291	MADDEN, RYAN	26.48	Open
09/26/2023	32292	Midwest Tape	2,339.79	Open
09/26/2023	32293	Monroe County Library System	15.00	Open
09/26/2023	32294	Otis Elevator Company	2,000.00	Open
09/26/2023	32295	PAWS AND EFFECT	75.00	Open
09/26/2023	32296	Yong Heo	489.30	Open
101 TOTALS:				
Total of 83 Checks			114,229.87	
Less 0 Void Checks			0.00	
Total of 83 Disburs			114,229.87	

September 2023 Payroll and Retirement Transfer

<u>Date</u>	<u>Description</u>	<u>Amount</u>
9/1/2023	Payroll - Nationwide payment	\$5,310.25
9/12/2023	MERS Payment for August 2023	\$24,073.00
9/14/2023	Payroll	\$77,238.14
9/15/2023	Payroll - Nationwide payment	\$5,310.25
9/28/2023	Payroll	\$76,891.81

9/29/2023 Payroll - Nationwide payment

\$5,310.25

\$194,133.70

September 2023 Credit Card Payments

Date	Description	Amount
9/15/2023	CC - Chase 9825	\$8,690.95
		<hr/> \$8,690.95

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 09/30/2023

YTD Balance
09/30/2023
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	3,654,733.72
101-000-002.001	CFCU	800,029.21
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	383,430.69
101-000-039.000	RETIREE INS CO-PAY	35,098.17
101-000-123.000	PREPAID EXPENSES	82,234.58
101-000-180.000	IMPREST PETTY CASH	100.00
101-000-185.000	IMPREST PETTY CASH EXCHANGE	350.00
101-000-190.000	IMPREST CASH IN DRAWER	260.00
Total Assets		5,205,678.63
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	19,761.17
101-000-275.000	UNDEPOSITED CASH	15,562.78
Total Liabilities		35,323.95
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,854,501.04
Total Fund Equity		3,854,501.04
Total Fund 101:		
TOTAL ASSETS		5,205,678.63
BEG. FUND BALANCE		3,854,501.04
+ NET OF REVENUES & EXPENDITURES		1,315,853.64
= ENDING FUND BALANCE		5,170,354.68
+ LIABILITIES		35,323.95
= TOTAL LIABILITIES AND FUND BALANCE		5,205,678.63

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 09/30/2023
 % Fiscal Year Completed: 74.79

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023 (Abnormal)	Activity For 09/30/2023 (Decrease)	Available Balance 09/30/2023 (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	3,745,000.00	3,746,800.19	0.00	(1,800.19)	100.05
101-000-403.001	PROPERTY TAXES CURRENT - PRIOR YEAR	40,000.00	45,035.51	0.00	(5,035.51)	112.59
101-000-407.000	PROPERTY TAXES/DELINQUENT	243,000.00	243,160.71	0.00	(160.71)	100.07
101-000-538.000	GRANTS	100,000.00	101,308.70	0.00	(1,308.70)	101.31
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	24.34	0.00	(24.34)	100.00
101-000-574.000	STATE REVENUES	36,000.00	37,832.98	0.00	(1,832.98)	105.09
101-000-662.000	PENAL FINES	20,000.00	23,101.40	23,101.40	(3,101.40)	115.51
101-000-664.000	BOOK FINES	0.00	4,214.89	544.07	(4,214.89)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	70,000.00	75,993.93	11,784.04	(5,993.93)	108.56
101-000-694.000	OTHER MISC. INCOME	0.00	11,331.41	40.00	(11,331.41)	100.00
101-000-694.001	CFSE DRAW	25,000.00	23,885.00	0.00	1,115.00	95.54
101-000-695.000	COPIER FEES	0.00	3,061.60	0.00	(3,061.60)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	14,261.83	225.00	(14,261.83)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	44,000.00	5,118.57	0.00	38,881.43	11.63
101-000-696.200	ADOPT-A-MAGAZINE	0.00	968.77	0.00	(968.77)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	(0.36)	9.76	0.36	100.00
Total Dept 000 - NONE		4,323,000.00	4,336,099.47	35,704.27	(13,099.47)	100.30
Revenues		4,323,000.00	4,336,099.47	35,704.27	(13,099.47)	100.30
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,910,000.00	1,428,894.31	225,487.30	481,105.69	74.81
101-790-707.000	SALARIES/WAGES-TEMPORARY	42,000.00	27,966.58	5,213.33	14,033.42	66.59
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	110,128.09	17,392.59	49,871.91	68.83
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	151,815.75	14,500.05	98,184.25	60.73
101-790-717.000	LIFE & DISABILITY	14,000.00	10,541.66	1,191.89	3,458.34	75.30
101-790-718.000	RETIREMENT	300,000.00	209,918.74	26,596.99	90,081.26	69.97
101-790-740.000	OPERATING SUPPLIES	55,000.00	35,455.91	4,990.50	19,544.09	64.47
101-790-740.100	PROCESSING SUPPLIES	14,000.00	6,573.57	292.24	7,426.43	46.95
101-790-740.200	BUILDING SUPPLIES	20,000.00	13,858.90	374.76	6,141.10	69.29
101-790-741.000	BOOKS & MATERIALS	225,000.00	151,815.35	13,585.08	73,184.65	67.47
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	50,854.75	0.00	145.25	99.72
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	132,500.00	93,338.84	6,612.67	39,161.16	70.44
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	664.61	60.94	1,335.39	33.23
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	785.61	0.00	(785.61)	100.00
101-790-818.000	CONTRACTUAL SERVICES	110,500.00	85,135.13	4,074.72	25,364.87	77.05
101-790-818.001	CATALOG	105,000.00	96,274.24	0.00	8,725.76	91.69
101-790-850.000	COMMUNICATIONS	24,000.00	13,556.38	741.54	10,443.62	56.48
101-790-860.000	TRANSPORTATION	1,500.00	1,289.26	140.43	210.74	85.95
101-790-864.000	CONFERENCES & TRAINING	31,500.00	26,916.95	5,793.65	4,583.05	85.45
101-790-880.000	COMMUNITY PROMOTION	60,000.00	39,630.12	775.68	20,369.88	66.05
101-790-880.001	EVENTS (FRIENDS)	24,000.00	21,318.10	1,592.08	2,681.90	88.83
101-790-910.000	INSURANCE & BONDS	65,000.00	56,873.00	0.00	8,127.00	87.50
101-790-911.000	WORKERS COMPENSATION	5,000.00	4,324.00	0.00	676.00	86.48
101-790-920.000	UTILITIES	200,000.00	120,240.52	12,315.46	79,759.48	60.12
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	79,287.43	12,805.77	40,712.57	66.07
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	0.00	0.00	2,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	196,000.00	81,292.98	8,373.01	114,707.02	41.48

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 09/30/2023
 % Fiscal Year Completed: 74.79

GL Number	Description	2023 Amended Budget	YTD Balance 09/30/2023 Normal (Abnormal)	Activity For 09/30/2023 Increase (Decrease)	Available Balance 09/30/2023 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-977.000	FURNITURE	28,000.00	990.58	375.00	27,009.42	3.54
101-790-983.000	TECHNOLOGY	175,000.00	100,504.47	10,728.36	74,495.53	57.43
Total Dept 790 - LIBRARY		4,323,000.00	3,020,245.83	374,014.04	1,302,754.17	69.86
Expenditures		4,323,000.00	3,020,245.83	374,014.04	1,302,754.17	69.86
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,323,000.00	4,336,099.47	35,704.27	(13,099.47)	
TOTAL EXPENDITURES		4,323,000.00	3,020,245.83	374,014.04	1,302,754.17	
NET OF REVENUES & EXPENDITURES:		0.00	1,315,853.64	(338,309.77)	(1,315,853.64)	